

United States: 1 (708) 636-5125
Access Code: 818-260-949

Agenda: CCMC Committee Special Meeting, Monday, November 23, 2020

9:30 AM

Call to Order

Roll Call

New Business:

Review applications for the CCMC Final Exam on December 3, 2020 and determine eligibility of each application.

Discuss CCMC Website vendor bids and pick a vendor to serve as the CCMC website vendor.

Discuss possible credit hour approval of the Public Treasury Institute “Best Practices in Cashiering for Cashiers and Supervisors” to be offered online on Thursday, December 10, 2020 from 2:00 to 5:00 PM Eastern time.

Discuss request from member for credit hours for mandatory sexual harassment workshop.

Discuss credit hour approval for past state meetings and seminars.

Review questions received after the CCMC Recertification presentation at the CTx State

[illegible]

Bill To:

Certification Committee of the Connecticut Tax Collectors
John Rinaldi

ccmcchair@gmail.com

Ship To:

Description	Quantity	Price	Amount
Project Management and Meetings	2	\$110.00	\$220.00
Research	2	\$110.00	\$220.00
Design and Wireframes (homepage and subpage)	8	\$110.00	\$880.00
Programming / Site Build	12	\$110.00	\$1,320.00
Web Hosting and CMS Software Maintenance \$50/month (This would be set up as a recurring monthly bill and includes: Website hosting, Free SSL, Free CDN, Daily Backups, CMS/WordPress software updates and maintenance)	1	\$50.00	\$50.00
Aquire Google Nonprofit Grant Apply and Aquire nonprofit grant for business-class email and full G-Suite services. Free for the life of the nonprofit once acquired	2	\$110.00	\$220.00
Retainer for Monthly Updates/Changes (Up to 3 Hours) (Or as needed at the hourly rate of \$110.00)	1	\$250.00	\$250.00
		Subtotal	\$3,160.00
		Discount (10%)	-\$316.00
		Total	\$2,844.00

John Rainaldi, CCMC, CCMA II
E-mail: jrainaldi@manchesterct.gov

Estimate

Assignment Description:

CCMCtax.com website

Design and setup of a 5-page website (main page, information, meeting calendar, minutes and contact form page or other page). Site will include contact information.

Fee:

\$550.00

Client agrees to reimburse Melanie Thomson Communications Design, LLC. (MTCD) for all itemized fees below. Expense amounts are estimates only. Please see terms.

Fee Includes:

- One (1) site design with one (1) round of client modifications
- One (1) proof with final content in place with one (1) round of client modifications

Domain and hosting fee:

\$230.00/year

Fee Includes:

- 1 year plan includes SSL certificate for site security, site backup and 1 email account

Client to provide content, photos, company logo/emblem.

Client will provide basic content, documents (PDFs) and applicable photos.

Site updates are additional.

obligated to pay, any additional fees and expenses for work that was orally authorized by Client in order to progress promptly with the assignment.

Changes. Client shall be responsible for making additional payments for changes requested by Client in original assignment at a rate of \$85 per hour. However, no additional payment shall be made for changes required to conform to the original assignment description. The Client shall offer MTCD the first opportunity to make any and all changes.

Expenses. Client shall reimburse MTCD for all reasonable, out-of-pocket expenses arising from this assignment, including the payment of any sales taxes, if applicable, due on this assignment.

It being agreed that MTCD shall advise Client in writing of any and all expenses, which individually or in the aggregate, will likely exceed 15% of the estimate.

Cancellation. In the event of cancellation of this assignment, a cancellation fee for all work completed—and expenses incurred by MTCD based on the approved estimated price—shall be paid by the Client. Artwork shall be released to Client upon receipt of cancellation fee payment in full.

Releases. Client will indemnify MTCD against all claims and expenses, including reasonable attorney's fees, due to uses of artwork provided by Client and for which no release was requested in writing or for uses, which exceed authority granted by a release.

Estimate Conditions. Any estimate not accepted within thirty (30) days is subject to review.

Acceptance of Terms. The above terms incorporate Article 2 of the uniform Commercial Code. If not objected to within ten (10) days, these terms shall be deemed acceptable.

(Consented and agreed to; name, title & company)

(Date)

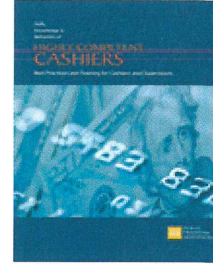
Live On-Line Training Course

December 10, 2020 (check times & time zone prior to selection)

This three-hour course, being offered on December 10, 2020 from 2pm - 5pm ET is for governments and their cashiers and/or supervisors committed to improving cashing skills and operations.

December 10 : 2-5pm (ET)

Participants will receive in-depth instruction on best practices and techniques used to reduce loss and theft; increase accuracy and efficiency handling cash and non-cash transactions; improve customer service and incorporate greater internal controls. The course includes 3 hours of instruction, a copy of the book, *Highly Competent Cashiers* (to read more about the book, [click here](#)), review and certification. This training course is provided via Zoom.



Registration Rates & Deadlines

[Click to Register Dec 10th 2-5pm \(ET\)](#)

Nov 20 - Nov 30 \$120*

* Includes book ([click to read more](#)), three hours of instruction and certificate.

After Nov 30 email
Info@PublicTreasuryInstitute.com for
availability.

Course Instructor and Agenda

Instructor: Laurie Steele, PTI Instructor & Treasurer, Marion County, OR

Agenda:

Role, Skills and Knowledge of the Cashier
Providing Excellent Customer Service
Processing Customer Transactions
Dealing with Cash Transactions
Handling Non-Cash Transactions

Public Treasury Institute, LLC

301.229.6566 phone

301.229.6375 fax

yes, but I am concerned because I fall into the category of being certified forever. I received my certification in 1990, which puts me into the group that will expire December 31, 2021. I understood you to say you had back attendance information on us, so does that mean that we will retroactively receive CEU's for classes we attended in years 2017 – 2020? I have always felt it was important to keep my education up so have attended every seminar and try to attend as many other meetings as I possibly can. I am hoping we won't be expected to earn 50 CEU's in a single year. I would appreciate some clarification when it becomes available so I can plan accordingly. Being a small part-time office, it is not easy for me to take a lot of time off and I need to schedule as much as possible in advance.

Thank you for all you do for the association. It is greatly appreciated.

Terri Collins, CCMC
Barkhamsted Tax Collector

----- Original message -----

From: Terri Collins <tcollins@barkhamsted.us>
Date: 11/20/20 5:14 PM (GMT-05:00)
To: CCMC Committee <ccmcchair@gmail.com>
Subject: Re: Certification question

Perfect... thank you!!
Sent from my iPhone

On Nov 20, 2020, at 5:02 PM, CCMC Committee <ccmcchair@gmail.com> wrote:

Hello,

Thank you for your email. Correct, yes, you have 2017, 18, 19, 20 and 21 to consider. The

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John Rainaldi, CCMC
CCMC Committee Chair
CCMCchair@gmail.com

860-463-4934

On Fri, Nov 20, 2020 at 4:25 PM Samantha Pletscher <pletschers@farmington-ct.org> wrote:

Thank you so much for your fast response.



Samantha Pletscher C.C.M.C
Tax Collector
Town of Farmington
1 Monteith Drive
Farmington, CT 06032
(Phone) 860-675-2343
(Fax) 860-675-2375

tax collection, they will likely count. If you took a workshop on gardening or driving a fire truck, those may not count, but if you took one on say workplace safety, it likely would. Someone asked for their mandatory sexual Harassment for supervisors course they just took to count and it is on the agenda for discussion at our next meeting. We are going to talk to the course instructors about letting people sit in on their classes for credit, and some of the instructors have already indicated a willingness to do that. This would allow people to sit in on an online course in the Spring. We have to iron out that issue with all the courses and see if we can do that for one session or if there might be sessions that don't count (for example, if someone wants to take the exam without taking the course and wants hours for that, would that count?).

We are going to have more answers for everyone soon, I am sure there will be more questions and that's fine. Keep asking the questions, we will keep answering them. We want to be sure we get all the information out as quickly as we can.

Thank you, please stay safe.

On Fri, Nov 20, 2020 at 3:45 PM Samantha Pletscher <pletschers@farmington-ct.org> wrote:
Hello,

My office and I are looking over everything and looking for clarification on the recertification process.

I was certified in 2008. Now with the timeline in the presentation I fall in the 3rd group for 2023. Does that mean I have 5 years from 2023 to get recertified or do I have until December 31, 2023 to get my 50 hours in?

--

John Rainaldi, CCMC
CCMC Committee Chair
CCMCchair@gmail.com
860-463-4934

The CCMC Committee is meeting on Monday and I have the sexual harassment class on the agenda for a discussion about approving it. I will let you know after the meeting at some point, probably later on Monday.

The Aqua Turf meetings are also on the agenda for discussion. We will have to get information from the counties as to what they offered but we will discuss those too when we get that information. It is my hope that the Q&A when we send that out will have a number of additional sources for workshops that will count towards hours, I mentioned CCMO (Certified Connecticut Municipal Officer) which is through CCM. CIRMA offers online workshops which are available through towns that are members of CCM (which I believe all towns are now).

We are not starting this in 2020, we are starting it in 2021. I understand this may not seem fair, but remember, you don't have to get all 50 hours in 2021. You have a five year look back, so courses you took and workshops you took in 2017, 2018, 2019, 2020 and 2021 can all be applied if approved, and the committee is not going to be unnecessarily hard on the approvals. If you took a course on gardening, it's not going to get approved, but if you took a course on ethics, it is going to be approved. The CTx seminar did workshops on "stop the bleed" and on sign language in recent years, we've already stated our intent is to improve all the workshops from the seminar. I think if you look back at what you may have taken over those years, you might be pleasantly surprised to see how many hours you have.

Town of Washington
2 Bryan Plaza
P.O. Box 383
Washington Depot, CT 06794
860/868-7796 phone
860/868-3103 fax
tax@washingtonct.org

From: CCMC Committee <ccmcchair@gmail.com>
Sent: Thursday, November 19, 2020 3:00 PM
To: tax tax <tax@washingtonct.org>
Subject: Re: Re-Certification Questions

Hello,

Thanks for the questions, we have had the first one asked a few times, it will be included in the Q&A when we put that out.

The hours will not be prorated, everyone needs 50 hours to recertify, but you have five years to look back for it. So if you recertify in 2021, you have all the workshops you took in 2017, 2018, 2019, 2020, 2021, for 2022 recertifications they have 2018-2022 and so on. We have the information as to who attended the seminars, the Aqua Turf meetings and the road shows for most of those years. As a result, we think most of the CCMC's will likely already have obtained many or even all of the necessary hours.

likely fall under that second category, though again, the committee will need to discuss that for it to be certain.

Thanks, be safe,

On Thu, Nov 19, 2020 at 11:36 AM tax tax <tax@washingtonct.org> wrote:

Hi John,

After today's presentation, I have the following questions regarding re-certification:

1. I am elected Nov 2013 and was certified Nov 2016. I am in the fourth group with expiration 2024. You did not discuss pro-ratio of hours. Am I to assume that I have to get 40 hours in four years? Certainly the first group cannot be expected to do 50 hours in one year.
2. What is being done about 2020 pandemic cancellations? Shouldn't that be factored in since no one has been able to attend anything?
3. Yesterday I completed a 2-hr Sexual Harassment training course for my town. I have my certificate. Can that be considered?
4. Roadshows are very hard to access. They fill up too fast and are far away. By the time we see the email in small towns, they are filled up. Will there be more offered?
5. The annual conference is a great time to get hours; however, I heard that you cannot duplicate subjects over the 50 hour requirement. The annual conferences often have the same material year after year—such as, bankruptcy. I think that refreshing information is very important. I hope that those hours will be counted.

Thank you, John. I look forward to your Q & A responses.

Donna W. Alex, CCMC

Tax Collector

Town of Washington

2 Devon Place

Who is the contact to get the hours we have already accumulated since 2018? And how quickly can we get them to figure out where we are?

Who is the contact to get approval of a class/course and how long will it take for that approval?

A thought for consideration please and I am pretty sure you have discussed this, but...

For those who are up for recertification in the next year or two, and not having the Spring conferences this past year where we could have gotten quite a few hours in and for those who have not been able to attend for all 3 days or at all over the years, due to budgets, , staffing issues, monetary issues, etc, will you consider extending the time or let us apply for special exceptions to get it finished.

Thanks again,

Brenda Carter - Tax Collector
Middlebury

On Thu, Nov 19, 2020 at 4:09 PM Michelle Kane <mkane@meridenct.gov> wrote:
Ok thanks John. I appreciate the info. Stay safe and have a Happy Thanksgiving!

From: CCMC Committee <ccmcchair@gmail.com>

Sent: Thursday, November 19, 2020 4:09 PM

To: Michelle Kane <mkane@meridenct.gov>

Subject: Re: recertification question

I thanks for your response. I will look to see what I have, but I do think I will be short. My delinquent collector (Lisa) and I are rarely out of the office at the same time, so we usually split the days at the seminar. Since the seminar and the meetings were cancelled for 2020, shouldn't another year be added to that to make up the difference?

From: CCMC Committee <ccmcchair@gmail.com>

Sent: Thursday, November 19, 2020 3:26 PM

To: Michelle Kane <mkane@meridenct.gov>

Subject: Re: recertification question

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

Thanks for the question, we have had this asked a few times, it will be included in the Q&A when we put that out. Let me say first this response may come off a little harsh, it's not meant that way, please don't take it as such.

The hours will not be prorated, and we can only go back five years. Everyone needs 50 hours to recertify, but you have five years to look back for it. So if you recertify in 2021, you have all the workshops you took in 2017, 2018, 2019, 2020, 2021, for 2022 recertifications they have 2018-2022 and so on. We have the information as to who attended the seminars, the Aqua Turf meetings and the road shows for most of those years. As a result, we think most of the CCMC's will likely already have obtained many or even all of the necessary hours. We plan to offer extra hours in 2021 so people have more opportunity to catch up.

pleasantly surprised. I'd recommend looking as soon as possible at what you have, that is what I plan to do too.

Thanks, be safe.

Thanks, be safe,

On Thu, Nov 19, 2020 at 3:06 PM Michelle Kane <mkane@meridenct.gov> wrote:

Hello,

I received my certification in 1997, so I will be in the first group that needs to recertify. My question is, how will you determine if I have the required 50 hours of education credits? I am really hoping that you will go back farther than 5 years for at least the first group of people. The later groups will have time to make sure that they have the required hours to recertify. I think that all groups should have that same opportunity.

I have attended many seminars and meetings over the years, however since I moved up from Assistant Collector to Tax Collector, it has been more difficult to attend all the seminars and meetings, mostly due to staffing issues and the additional responsibilities that I took on. (And covid certainly didn't help this year!) Unfortunately if you only include the last five years I will most likely lose my certification, and I am probably not alone. I think that everyone's certificates should expire in five years so that we all have the opportunity to start keeping track of our credit hours and make sure we have what we need to keep our certification.

Another point to consider- both myself and my delinquent collector will need to be recertified. At one time I

Town of Hamden
2750 Dixwell Ave.
Hamden, CT 06518
Phone 203-287-7146
Fax 203-287-7145
kflynn@hamden.com

From: CCMC Committee [mailto:ccmcchair@gmail.com]

Sent: Thursday, November 19, 2020 2:41 PM

To: Kathleen Flynn <kflynn@Hamden.com>

Subject: Caution: This email originated from outside of the organization. Do not click links or open any attachments unless you recognize and contact the sender to verify the content is safe Re: recertification

Importance: Low

CAUTION: This email originated from outside of the organization. Do not click links or open any attachments unless you recognize and contact the sender to verify the content is safe.

Hello,

Thank you for your email. We may include these questions, with less specificity in terms of where it came from, in our Q&A.

We don't anticipate a major increase in the pricing of the CCMC Courses, the recertification fee will be nominal, \$20 or \$30±. The cost of the seminar varies, but we are working with the education committee to see about how we can continue to keep those costs down. Obviously there will be some costs and while we cannot answer for every town as to how to handle, I already spoke to my town about my budget request because I just had a staff member move out of state and a second who is retiring, and I indicated that I would need more

Kathleen

Kathleen K. Flynn, CCMC

Tax Collector

Town of Hamden

2750 Dixwell Ave.

Hamden, CT 06518

Phone 203-287-7146

Fax 203-287-7145

kflynn@hamden.com

Hi John: Great presentation. Thanks for doing that and working so hard to make sure everything gets ironed out. I have two questions:

1. What if a currently certified tax collector refuses to get re-certified?
2. Do CCMC committee meetings count toward recertification?

Thanks again, and give my best to Kelly!

Linda

Linda Camelio, CCMC

Tax Collector

Thank you for your email. I will likely include these questions in the Q&A when we send that out.

1. If someone refuses to get re-certified, their CCMC would lapse, and they would have to either re-obtain the designation (we are ironing out those procedures for that), or they would no longer be certified, meaning they would no longer be a CCMC or refer to themselves as such.
2. I can't speak for the CCMC Committee on this for sure as we have not discussed this, but I will ask. My personal feeling is that no, CCMC Committee meetings would not count towards the hours, there is no educational component in the CCMC Committee meetings, whereas the Aqua Turf, County meetings, etc. typically include an educational offering.

Thanks, be safe.

On Thu, Nov 19, 2020 at 11:16 AM Linda Camelio <lcamelio@stonington-ct.gov<mailto:lcamelio@stonington-ct.gov>> wrote:
<image001.jpg>

Hi John: Great presentation. Thanks for doing that and working so hard to make sure everything gets ironed out. I have two questions:

1. What if a currently certified tax collector refuses to get re-certified?
2. Do CCMC committee meetings count toward recertification?

I have attached my CCMC Certificate and it is listed in my old name: Ann V Smith. Even though all my membership information had been changed for years, I was actually overlooked when my 10 years came up because I was still listed as Ann Smith in the system and not Ann V Bednaz. I did receive my 10 year pin once I reached out to the Committee and advised them.

Will you be taking into account that some of us have changed our names when it comes to the recertification? Is the Association now keeping track of this? I know it is up to us to notify the Committee's but I wouldn't want to see someone overlooked especially in the first group.

Thank you.

Ann

Ann V. Bednaz, CCMC
Tax Collector
City of Bristol
111 North Main Street
Bristol, CT 06010
860-584-6270

Hi Peggy,

Nice to "see" you too! Someday we will be at a real meeting again! Doing well here, I spent about a year and a half on losing a lot of weight due to working with an ap that makes me track everything, so

be required to produce and/or be allowed to use.

Will we be required to produce the full 50hours worth of Credits?

Or will it be 10hrs first group – 20hrs second group – and so on until the 5th group needs the full 50hrs and then all groups 50hrs henceforth @ the 5yr renewal

Will we be able to use hours from say 2004 (when I received my CCMC) forward?

I will also have a gap in my service – not sure how that plays in.

Good luck with everything - Hope you & yours have a wonderful Thanksgiving – however you celebrate!

Thank you,

Peggy Duffy, CCMC
Assistant Tax Collector
40 Peck Rd
Bethany, CT 06524
203-393-2100 X1125

Thank you!

Christine Silansky
Tax Collector
Town of Canton
PO Box 168
Collinsville, CT 06022
860.693.7843

Sent: Thursday, November 19, 2020 11:07 AM
To: Silansky, Christine
Subject: RE: <EXTERNAL>recertification

CAUTION: This email came from outside the organization. Do not click links or open attachments if you are unsure the message is safe.

5 years

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: "Silansky, Christine" <CSilansky@TownofCantonCT.org>
Date: 11/19/20 11:02 AM (GMT-05:00)
To: CCMCchair@gmail.com
Subject: RE: recertification

Hi John,

What is the 'look back' time for the first group that has to recertify in 2021?

Christine Silansky
Tax Collector
Town of Canton
PO Box 168
Collinsville, CT 06022
860.602.7812

Tel: 860-647-3011
Fax: 860-647-3099

From: Silansky, Christine [CSilansky@TownofCantonCT.org]

Sent: Thursday, November 19, 2020 9:25 AM

To: John Rainaldi

Subject: <EXTERNAL>recertification

Hi John,

Will you be discussing at our meeting today, the costs related to CCMC recertification that we should be budgeting for FY 2021-2022? I understand there will be an application fee and possibly costs to attend classes, etc.

Thanks for your time.

Christine Silansky
Tax Collector
Town of Canton
PO Box 168
Collinsville, CT 06022
860.693.7843

Please note: Town hall is open to the public for limited hours due to the pandemic:
Tuesdays and Thursdays – 9:00 a.m. until 12:00 p.m.
Wednesdays – 3:00 pm. until 6:45 p.m.

CCMCchair@gmail.com

860-463-4934

March 25, 2021, CCMC Committee meeting (possibly at the annual CTx seminar)

April 14, 2021, CCMC Road Show

April 21, 2021, CCMC Committee meeting

May 20, 2021, CCMC Committee meeting to approve candidates to sit for the CCMC Final Exam (possible at the CTx Spring Meeting)

June 3, 2021, CCMC Final Exam, 10:00 AM, Berlin.

June 8, 2021, CCMC Committee meeting and grading of the CCMC Final Exam at 10:00 AM

August 5, 2021, CCMC Committee meeting at 9:30 AM

August 5, 2021, CCMC Committee meeting with CCMC Course instructors, 11:00 AM

CCMC Courses will begin in early to mid-September 2021 and end in November 2021. Lisa Biagiarelli will audit CCMC Course I; Pat Moisio will audit CCMC Course II, Denise Talbot will audit CCMC Course III, and William Donlin will audit CCMC Course IV.

September 14, 2021, CCMC Road Show

October 14, 2021, CCMC Committee meeting, 10:00 AM

November 10, 2021, One Day Crash Course for New Collectors, 10:00 AM

November 18, 2021, CCMC Committee meeting to approve candidates to sit for the CCMC Final Exam (possible at the CTx Fall Meeting)